

MEMORANDUM

#04-03

TO: Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: July 3, 2003

SUBJECT: INFORMATION CONTACTS

Since customer service is a top priority at the Division of Accounting, we are committed to answer your questions and concerns promptly and professionally. Please utilize the following contact list for areas of expertise when processing accounting information.

| <u>Employee</u> | <u>Area of Expertise</u> | <u>Telephone</u> |
|--------------------------------------|--|----------------------|
| Lewis Brooks | Training coordination | 744-1039 |
| Linda Davis | Payroll kickers | 744-1055 |
| Evelyn Dick | Administrative Officer | 744-1038 |
| Kerry Gustafson | Financial ERP Coordinator | 744-1078 |
| Phyllis Jurczak | 1099s, Financial reporting, Accounting policy and procedures | 744-1052 |
| Jackie Keel | OMS processing and training | 744-1043 |
| Van Link | DFMS transactions processing | 744-1056 |
| Greg Martin | Installation of OMS | 744-1041 |
| Jerry Minner | DFMS report distribution | 744-1062 |
| Shelley Stanley | Receptionist | 744-1035 |
| Becki Surguy | GAAP, GASB-34, CAFR | 744-1050 |
| Bonnie Thompson | DFMS transactions processing | 744-1053 |
| David Walls | Fixed Assets | 744-1040 |
| PHRST | Payroll help desk | 739-8066 option 3 |
| DFMS forms | | 744-1035 |
| Division of Revenue | Business and personal taxes, Business licenses, etc | 744-1085 |
| Louisa Howard and Marietta Stokes | Check Services section within the Office of the State Treasurer | 744-1021 744-1022 |